

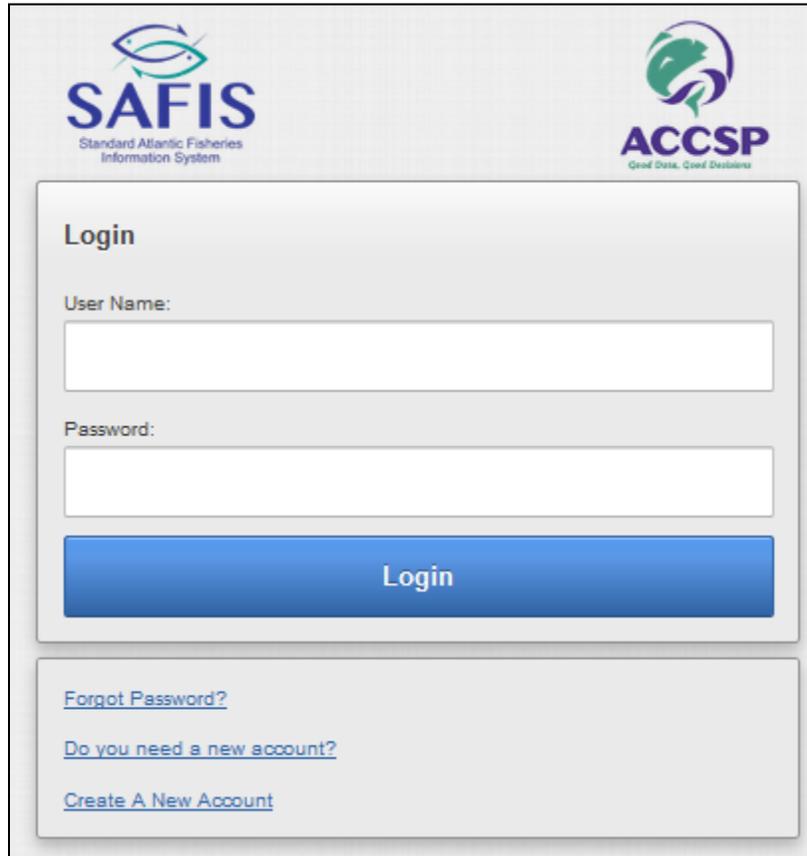
# Instructions and Helpful Hints for SAFIS eTRIPS Online Catch Reporting

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## Getting an account and logging on to [SAFIS](#)



The image shows a screenshot of the SAFIS login interface. At the top left is the SAFIS logo with the text 'Standard Atlantic Fisheries Information System'. At the top right is the ACCSP logo with the text 'Good Data. Good Decisions'. The main content area is a light gray box containing a 'Login' section. This section has two input fields: 'User Name:' and 'Password:'. Below these fields is a blue button labeled 'Login'. At the bottom of the login section are three links: 'Forgot Password?', 'Do you need a new account?', and 'Create A New Account'.

- You can create your own account through the [SAFIS login page](#). Alternatively, we can provide you with login credentials. Your account lets you access all online and mobile tools.
- You will need a different account for each permit held under a different corporate name. Otherwise, you will have one account that contains all your permits. You must submit reports separately for each permit.
  - If you have only one or no corporation name and have received more than one SAFIS account to report your trip-level data, please let us know.
- Permits with federal reporting requirements are exempt from reporting to DMF.
  - If you hold two MA commercial permits and one has a federal permit that requires you submit [VTRs](#) to GARFO or an [HMS](#) permit that requires you submit Bluefin tuna landings to HMS, you will still see that MA commercial permit in SAFIS. Your reporting responsibility for that permit is to GARFO. eTRIPS state reports for that permit are not necessary.
    - You will submit eTRIPS reports only for the permit without federal reporting requirements.
    - If you only have an HMS permit, you should report all non-Bluefin tuna activity occurring on your state permit to DMF as those data are not required by HMS. Please see our [flyer](#) for more info.

# Negative reports

The screenshot displays the SAFIS (Standard Atlantic Fisheries Information System) interface. At the top, there is a header with user information: 'Data Entry Information' (MA DMF, 999999 MA ADMIN) and 'Fisher Information' (LOBSTAH TEST, 99998 BOAT). The left sidebar contains a 'Main Menu for LOBSTAH TEST' with options like 'Trip Reports', 'Negative Reports', 'Favorites', 'Fisher Info', and 'Reports Menu'. The central area shows the 'eTRIP Menu' with a breadcrumb for 'Negative Report(s) for LOBSTAH TEST'. A blue button 'Create New NEGATIVE Report(s)' is prominent. Below it, a 'Select TRIP YEAR to view negative reports for that year' section has a dropdown menu set to '2018'. The main content area is titled '2018 Negative/Did Not Fish Report(s) for LOBSTAH TEST' and contains a table with columns for 'Negative Trip #', 'Report Date', and 'Status'. The table lists several reports, all with a status of 'ACTIVE'. A red 'Delete' button is located at the bottom of the table. To the right, an 'All Trip Reports' section features a calendar for 'December 2018'. The calendar shows days from 01 to 31, with green highlights under the dates 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31. A key below the calendar indicates that green represents 'Negative/Did Not Fish Rpt' and blue represents 'Positive Rpt'.

- You only have to enter a "did not fish" report if you don't fish commercially for an entire calendar month.
- To start a negative report transaction, click the blue button labeled “**Create New NEGATIVE Report,**” followed by “**Range of Days.**” You would then enter the date range of the entire month(s).
- Clicking the green “**Save**” button submits the transaction to us. The application will bring you to a summary page and ask you to click “**Finish.**”
  - Once back on the negative reports page, the submitted dates will be listed to the left of the calendar, and colored green in the calendar as pictured above.
- You can delete a negative report by checking the box next to the report date and click the red “**Delete**” button. If you'd like to delete all negative reports for a given year, check the box in the header next to the label 'Report Date' and click the red “**Delete**” button.
  - As a reminder, a positive report will overwrite a negative report on a given day.

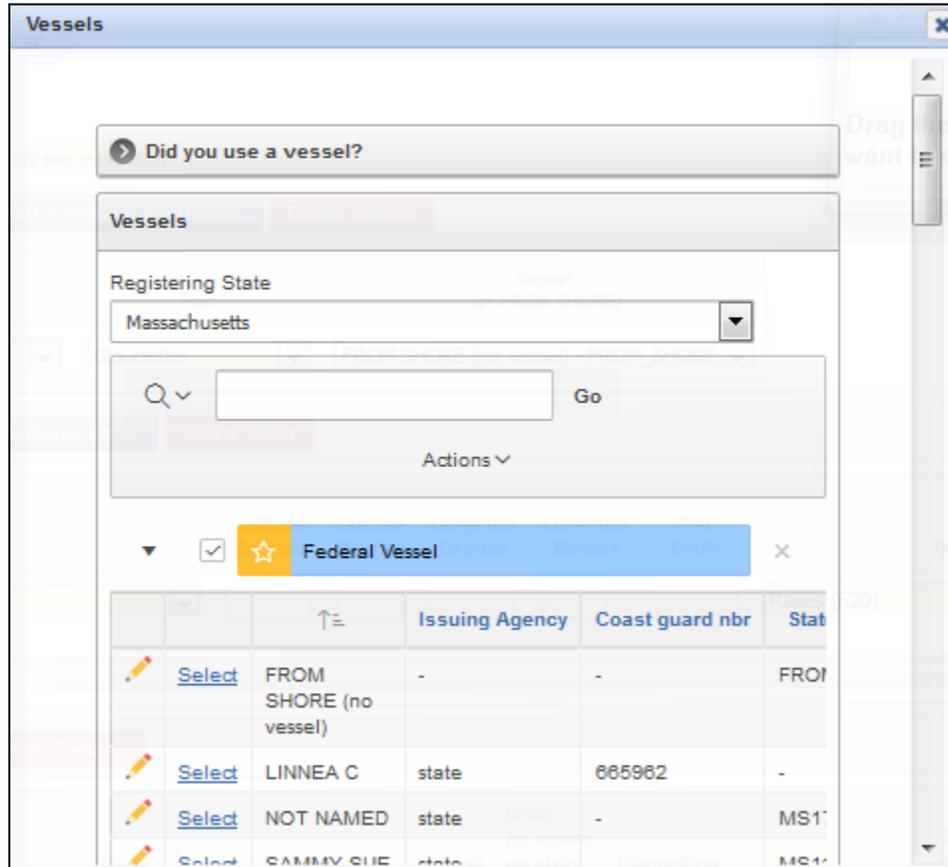
# Setting up favorites

The screenshot shows the SAFIS web application interface for setting up favorites for a user named LOBSTAH TEST. The interface is divided into several sections:

- Data Entry Information:** MA DMF, 999999 MA ADMIN
- Fisher Information:** LOBSTAH TEST, 99998 BOAT
- Main Menu:** Trip Reports, Negative Reports, Favorites (Active), Fisher Info, Reports Menu
- Data Entry:** Data Entry - Reports, eTRIPS Upload
- Species:** A list of species including Alewife, Bass, Bloodworms, Bluefish, Bonito, Butterflyfish, Clam, Cod, Crab, etc.
- Favorite Trip Headers for LOBSTAH TEST:** A table with columns: Delete?, Default?, State Landed, Port, Vessel (or FROM SHORE). Example: State Landed: Massachusetts, Port: Gloucester, Vessel: FROM SHORE (no vessel) - FROM\_SHORE.
- Favorite Efforts for LOBSTAH TEST:** A table with columns: Waters Fished/ In State, Local Area Fished, Latitude Degrees, Latitude Minutes, Longitude Degrees, Longitude Minutes, Avg Depth, Gear, Trip Gear Quantity, Hours/Days, Total # Gear In Water. Example: Waters Fished: State Waters Inshore - 2, Local Area Fished: MA N9 - GLOUCESTER HARBOR, Gear: Rakes (620), Trip Gear Quantity: 1, Hours/Days: 1, Total # Gear In Water: 1.
- Favorite Species-New for LOBSTAH TEST:** A table with columns: DELETE?, Species, Grade, Market, Unit, Order (to appear on eTrip), Disposition, Sales Disposition, Catch Source. Example rows: CLAM, SOFT, LIVE (MOLLUSCS SHELL ON), UNCLASSIFIED, LB, General Utilization:Food, Sold to Dealer, Standard.
- Favorite Dealers for LOBSTAH TEST:** A table with columns: Delete?, Dealer. Example: INTERSHELL SEAFOOD COMPANY (2389-FEDPERM).
- Favorite Dispositions for LOBSTAH TEST:** A section with a button '+ Add Additional Disposition' and the text 'Currently, there are no favorite dispositions.'

- The favorites section allows you to default and store certain information, such as vessel, port of landing, gear type(s), area(s) fished, species harvested, disposition(s), catch source, and dealer(s).
- Setting up and configuring your favorites will save a significant amount of time when entering trips.
- For many individuals with favorites set up, a trip report requires only 4 data elements: trip start date, start time, fishing time, and amount landed.
- Don't forget to "Save!"
- Please see information below regarding specific sections.

# Trip Header and Vessel information



- The vessel search box only lists the first 15 vessels in the MA list. Be sure to search for your vessel by registration number in the search box.
  - If you registered your vessel in a different state, set the registering state to the appropriate state. Then search by registration number.
  - Additionally, be sure to clear any searches before trying a new search.
- If you have listed the vessel on your permit and still cannot find it in SAFIS, please contact the statistics project to determine the cause and add it to the list.
- Vessels that are not associated to a commercial permit will not be available in SAFIS. If your vessel isn't in our database, then there's no way for us to add it to the SAFIS database.
  - If this is the case, please select the "Unknown" vessel that has a corresponding registration number of MS9999.
- If you are fishing from shore please select "FROM\_SHORE" as your vessel.
- Start time must be entered in military time, no punctuation. EXs: 0600, 1300, 1630, etc.

# Effort information

Create / Edit Effort

Effort #	Area Fished	Local Area Fished	Gear	LMA	Gear Quantity	Fishing Time	Hours / Days	Total #Gear in Water
<input type="checkbox"/> 1	State Waters Inshore - 2 Massachusetts	MA N9 - GLOUCESTER HARBOR	Rakes (620)		1		Hours	1

+ Add Additional Effort    Delete Effort

1 - 1

- If you are fishing in state or federal waters, select "State Waters Inshore-2" as the waters fished. Then select "Massachusetts" from the state list. This will create the MA local area list which contains all SRAs and DSGAs. The MA local area pick list will also contain the federal statistical areas.
  - All MA reporting areas start with "MA". If a number follows the "MA", then it is a statistical reporting area. Use these areas for all species *except* shellfish. You can review our maps [here](#).
  - If a letter follows the "MA", this is a designated shellfish growing area. You should use these areas for reporting commercial shellfishing trips only. You can review our [Growing area maps](#).
- "LMA" stands for Lobster Management Area. Only enter this value if you are harvesting from lobster pots. The field will only appear when you use the "pots and traps" or "pots and traps, lobster" gear types.
- "Trip Gear Quantity" is the number of gear hauled or fished during the trip. For example, you hauled 200 traps that trip, or 20 gillnets, or you used 3 fishing rods or 1 rake. These are all values you would enter into this field.
- "Total # Gear in Water" is the largest number of gear fishing deployed at that time. If you have 500 traps in the water but only haul 200, then you would enter 500 in the "Total # Gear in Water" and 200 in "Trip Gear Quantity". If you used a maximum of 3 fishing rods on a particular trip, then you would enter 3 in both fields.
- If you fish in more than one area, you need to create two separate lines in the "Effort" section, with each area and the amount of gear in that area listed on each line.
  - You will also need to separate your catch by these two efforts. The "Effort #" in the "Effort" section must match the "Effort #" in the "Catch" section.
  - You can save more than one effort line to your favorites.
  - You can also add a new effort row in any trip report by clicking "**Add Additional Effort.**"
- Check the box at the beginning of the row to delete an effort from your trip report. Then, click the red "**Delete Effort**" button.
  - Deleting an effort will also delete all corresponding catches.
  - You must delete any efforts that you are not using from a trip report.
- Fishing time is the number of hours spent fishing for mobile gear or the number of days the gear soaked for fixed gear.

# Harvest information

Create / Edit Catches											
X	Effort	Species	Grade	Market Category	Reported Quantity	Unit Measure	Disposition	Sales Disposition	Dealer	Catch Source	
	1	CLAM, RAZOR, ATLANTIC	LIVE (MOLLUSCS SHELL ON)	UNCLASSIFIED		pounds	General: Food	SOLD TO DEALER	INTERSHELL SEAFOOD COMPANY (2389)	Standard	
	1	CLAM, SOFT	LIVE (MOLLUSCS SHELL ON)	UNCLASSIFIED		pounds	General: Food	SOLD TO DEALER	INTERSHELL SEAFOOD COMPANY (2389)	Standard	

row(s) 1 - 2 of 2

- Add species to your Favorites or within a trip report by clicking on the species in the Species List on the left hand side of the page (see Favorites image on page 4). That will create a drop down list under the name of the species. Select the appropriate market/grade/unit of measure option, and it will be added to the list of species.
- If you only harvest one of your favorite species during a commercial trip, leave the “Reported Quantity” blank for species not harvested, and they will not save.
- Click the trash can icon at the beginning of the catch row to delete a catch from your Favorites.
- The pick list for the dealers shows only a sub-set of the total list in the dealer search box. If your dealer doesn't appear, use the search function to find it.
  - When searching, try entering only the first few letters of the dealer's name or the dealer's permit number. If you try to spell it in its entirety, there's a good chance it may not match the name stored in the database.
  - Be sure to clear any searches before trying a new search. If you still can't find your dealer, let us know, and we will help identify it.
  - Helpful hints:
    - Wellfleet Shellfish Company is in the database as “Mac’s DBA Wellfleet Shellfish Company”.
    - Georges Fish Market is in the database as “Chatham Seafood Enterprise”.
    - Patriot Seafood is in the database as “Broadway Fish and Lobster”.
    - Menemsha Fish House should be entered as “Reds Best”.
    - Menemsha Fish Market and Poole’s are in the database as “All Island Seafood”.
    - The Net Result is in the database as “Martha’s Vineyard Seafood Group”.
- If you have a retail boat permit and a federal vessel permit, you will need a federal dealer permit as well. This permit carries electronic dealer reporting requirements in addition to these harvester reports.
  - Be sure to state yourself as the dealer on any transactions where you are acting as the dealer under the authority of your Retail Boat Permit.
- If you have a retail boat permit and do not have a federal permit, record all your landings on your trip-level report. You do not need to also submit dealer reports.
  - Be sure to state yourself as the dealer on any transactions where you are acting as the dealer under the authority of your Retail Boat Permit.

## **More resources**

- You can view our entire line of [SAFIS tutorial videos](#).
- More information about trip-level reporting can be found [here](#).
- If you need further help, please contact us:

Statistics Project Staff  
Massachusetts Division of Marine Fisheries  
Annisquam River Marine Fisheries Station  
30 Emerson Ave  
Gloucester, MA 01930  
(voice) 978-282-0308 x101  
(fax) 800-532-FISH  
(email) [dmf.stats@state.ma.us](mailto:dmf.stats@state.ma.us)